

A photograph of students in a classroom, with a man in the foreground wearing glasses and a blue shirt, holding a yellow pen. The background shows other students sitting at desks. The image is framed by a red border.

Skills Forward

Skills Builder Guide

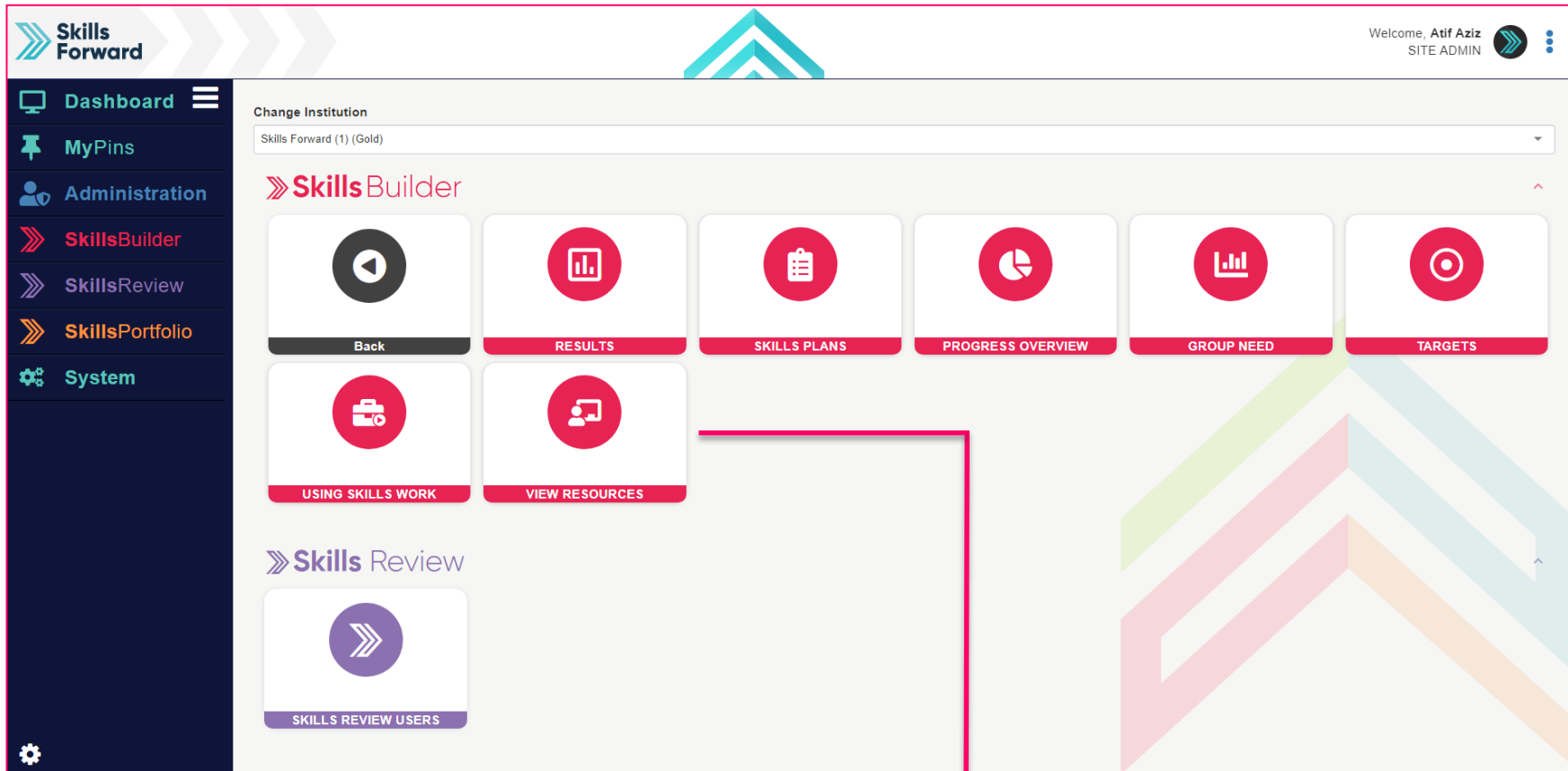
Adding your own resources

Getting to the resources page

The screenshot shows the Skills Builder dashboard. On the left is a dark blue sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder (highlighted in red), SkillsReview, SkillsPortfolio, and System. The main content area has a header with the Skills Forward logo and a user greeting: 'Welcome, Your Name SITE ADMIN'. Below the header is the 'SkillsBuilder' section, which contains a grid of ten red-tinted tiles with icons and labels: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below this grid are two summary cards: 'Qualification(s)' showing 'No Users' and a pie chart, and 'Off-The-Job Training (OTJ)' showing 'Users on target' and 'Total Expected' with progress bars. The OTJ card shows 'No users in your groups with data' for users on target and 'No data' for total expected. At the bottom right of the dashboard is the Skills Builder logo.

Select your subject from the Skills Builder section.

Getting to the resources page



The screenshot displays the Skills Builder dashboard interface. On the left is a dark blue sidebar with navigation links: Dashboard, MyPins, Administration, SkillsBuilder, SkillsReview, SkillsPortfolio, and System. The main content area features a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this, the 'Skills Builder' section contains a grid of tiles: 'Back', 'RESULTS', 'SKILLS PLANS', 'PROGRESS OVERVIEW', 'GROUP NEED', 'TARGETS', 'USING SKILLS WORK', and 'VIEW RESOURCES'. A red line points from the 'VIEW RESOURCES' tile to the text below. The 'Skills Review' section at the bottom includes a 'SKILLS REVIEW USERS' tile. The top right corner shows a user profile for 'Atif Aziz, SITE ADMIN'.

After selecting your subject, a collection of tiles will load. Select **VIEW RESOURCES**

Alternate way to access resources

The screenshot displays the Skills Builder web application interface. On the left is a dark blue side menu with various navigation options. The 'VIEW RESOURCES' option is highlighted with a red box. The main content area shows a 'Change Institution' dropdown menu set to 'Skills Forward (1) (Gold)'. Below this, the 'Skills Builder' section features a grid of 11 red circular icons representing different subjects: ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, and FS ICT (NON-REFORM). Below the grid is the 'Skills Review' section with a 'SKILLS REVIEW USERS' button. The top right corner shows a user profile for 'Atif Aziz' with the role 'SITE ADMIN'.

Another way you can access your resources is using the **Side menu**.

Skills Builder > Subject Name > VIEW RESOURCES

Switching on edit mode

The screenshot shows the Skills Builder interface. On the left is a dark sidebar with navigation options: Dashboard, MyPins, Administration, SkillsBuilder, ASSESSMENTS, FS ENGLISH, FS MATHS, FS ICT, ESOL, ENGLISH GCSE, MATHS GCSE, BESTEST, FS ENGLISH REFORM, FS MATHS REFORM, FS ICT (NON-REFORM), and a settings gear. The main content area displays 'Home > FS English Resources' with tabs for 'Entry Level 1', 'Entry Level 2', 'Entry Level 3' (selected), 'Level 1', 'Level 2', and 'Generic'. Below the tabs are five cards for 'E3 Comprehension', 'E3 Locating Information', 'E3 Purposes of Texts', and 'E3 Preparation Assessment Reading'. A 'CONTINUE' button is visible under the first card. Below this is a table with the following structure:

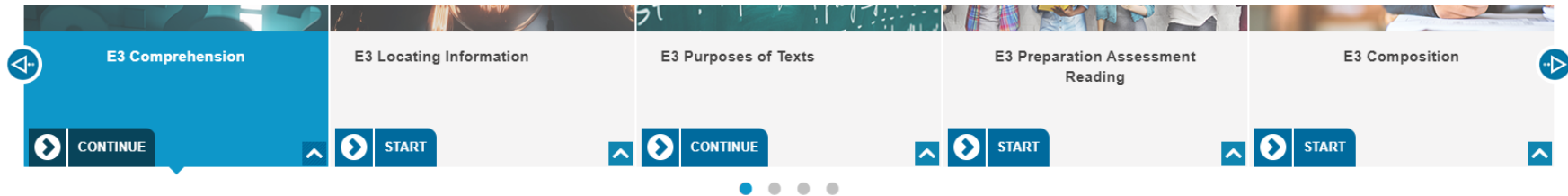
| Expand / Collapse All | | Action |
|-----------------------|---|-----------|
| 1. E3 Comprehension | | |
| | Understanding Main Events and Ideas | OPEN ITEM |
| | Practice Skills - Understanding Main Points | OPEN ITEM |
| | Assessment Rw/E3.1/5 | OPEN ITEM |
| | Practice Skills - Identifying the Main Points | OPEN ITEM |
| | Assessment R/E3.1 & E3.4 | OPEN ITEM |
| | Reading for Information | OPEN ITEM |
| | Reading for More Detail | OPEN ITEM |
| | Practice Skills - Reading for More Detail | OPEN ITEM |

In the top right corner, a user profile 'Welcome, Your Name' is shown with a blue icon (labeled '1') that opens a dropdown menu. The menu items are: MY PROFILE, EDIT / SORT PINS, TURN EDITING ON (labeled '2'), LEGAL, SOCIAL, and LOGOUT.

Select the **blue** icon near the top right to access the editing mode switch.

Select **TURN EDITING ON**

Selecting the Add Content

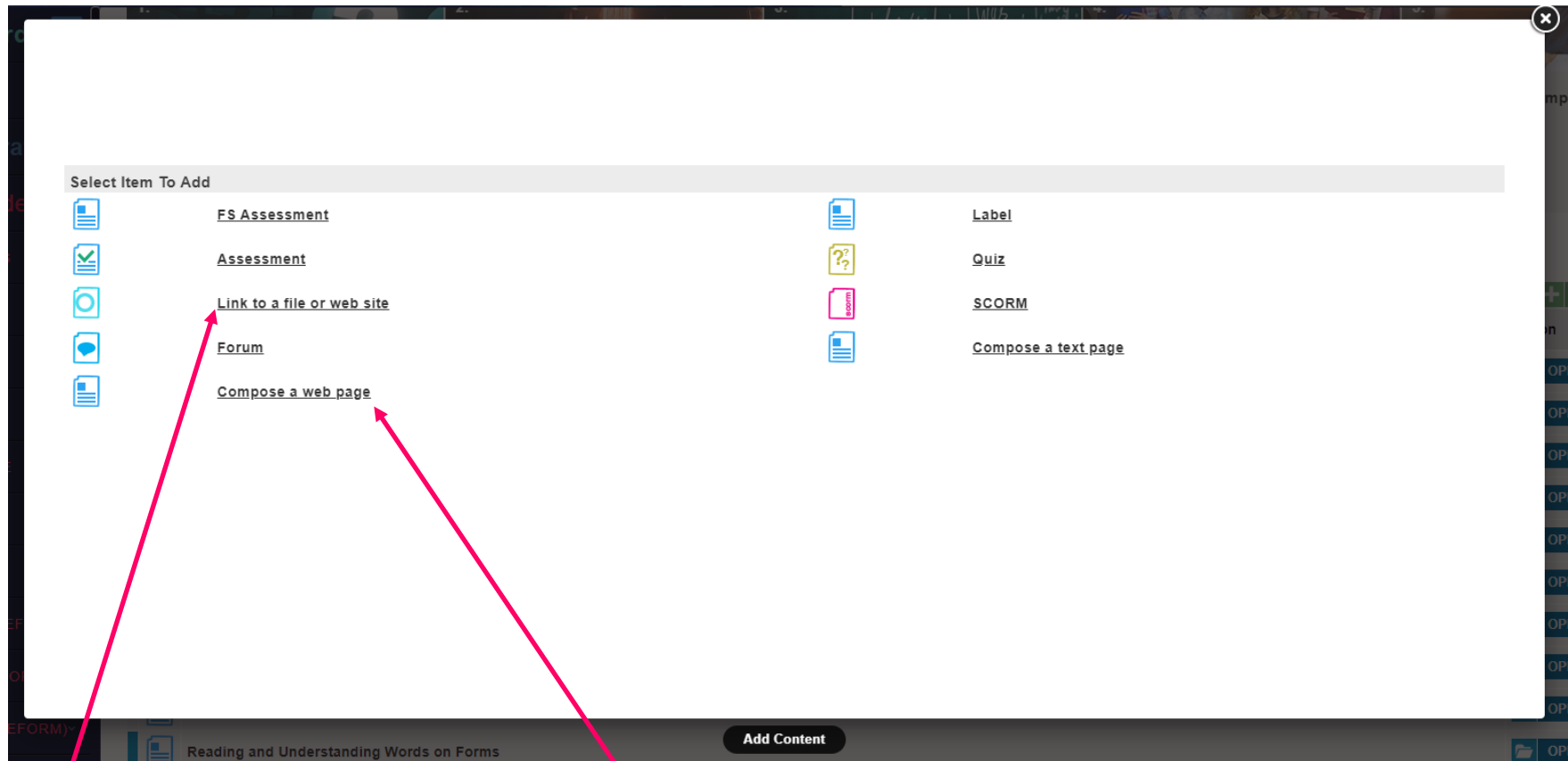


Expand / Collapse All

| 1. E3 Comprehension | | + ADD CONTENT ▾ |
|---------------------|---|-----------------|
| | | Action |
| | Understanding Main Events and Ideas | OPEN ITEM ▾ |
| | Practice Skills - Understanding Main Points | OPEN ITEM ▾ |
| | Assessment Rw/E3.1/5 | OPEN ITEM ▾ |
| | Practice Skills - Identifying the Main Points | OPEN ITEM ▾ |
| | Assessment Rt/E3.1 & E3.4 | OPEN ITEM ▾ |
| | Reading for Information | OPEN ITEM ▾ |
| | Reading for More Detail | OPEN ITEM ▾ |
| | Practice Skills - Reading for More Detail | OPEN ITEM ▾ |
| | Assessment Rt/E3.3,E3.5,E3.6,E3.7,E3.8 | OPEN ITEM ▾ |
| | Reading and Understanding Words on Forms | OPEN ITEM ▾ |
| | Practice Skills - Reading Words on Forms | OPEN ITEM ▾ |
| | Summative Test - Words on forms | OPEN ITEM ▾ |

Select the appropriate level and topic. Select **Add Content**.

Adding Content



Link to a file or website and **Compose a web page** are the two main options users will select.

Link to a file or website option

Link to a file or website

Item Name

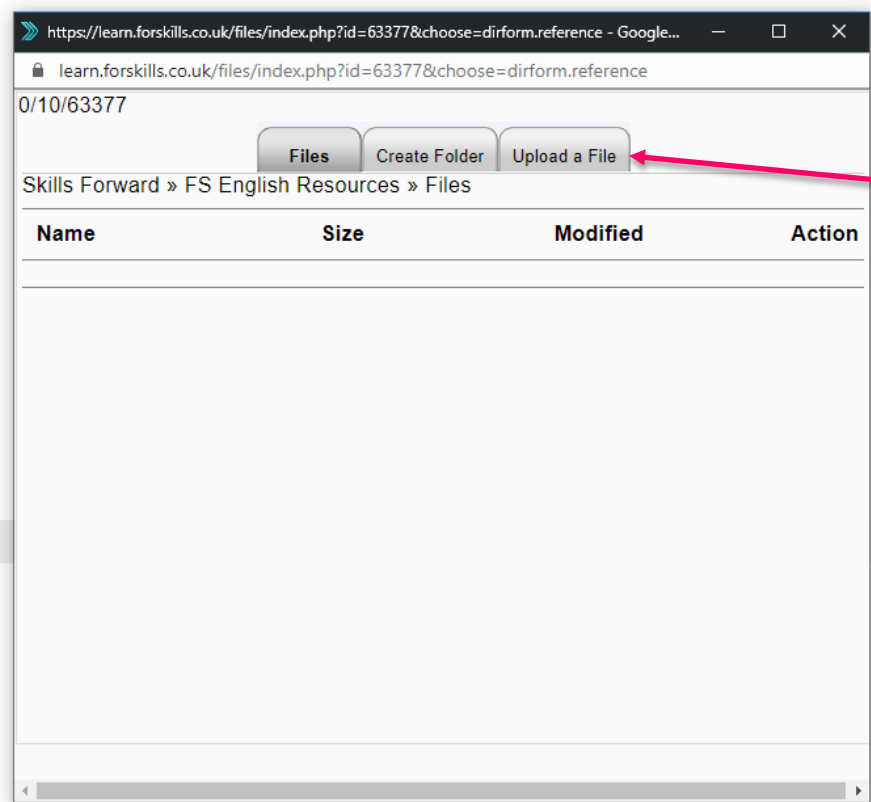
Location

[Choose or upload a file ...](#)

[Back To Top](#) [UPDATE](#)

If you select Link to file or website, you will be asked to **name the item**. Next Select **Choose or upload a file button**.

Upload a file tab

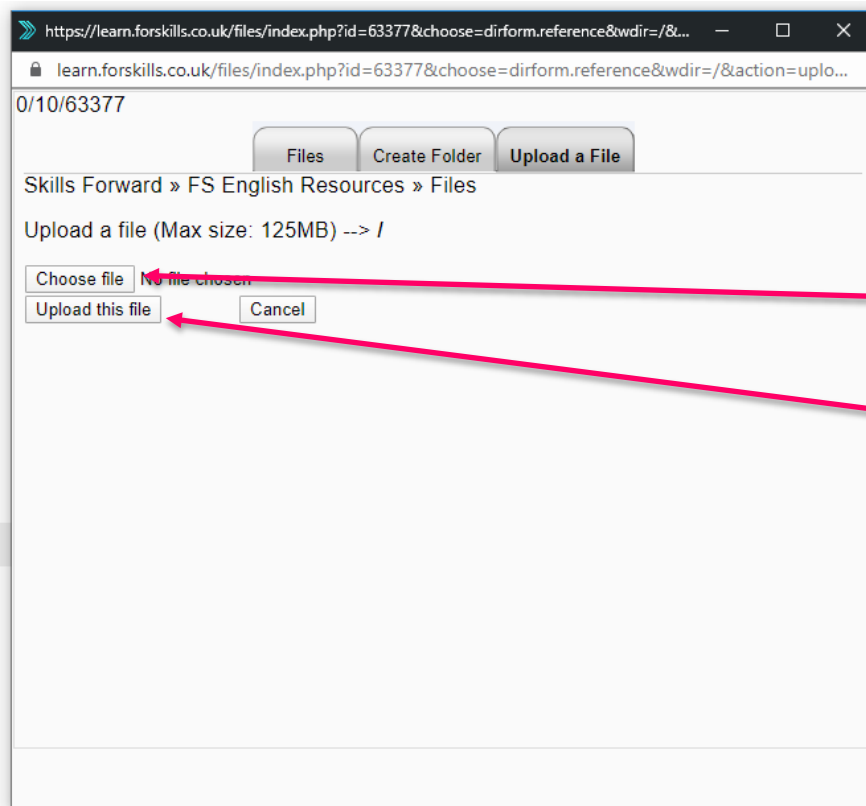


A Popup will appear.

To add your files to choose from.

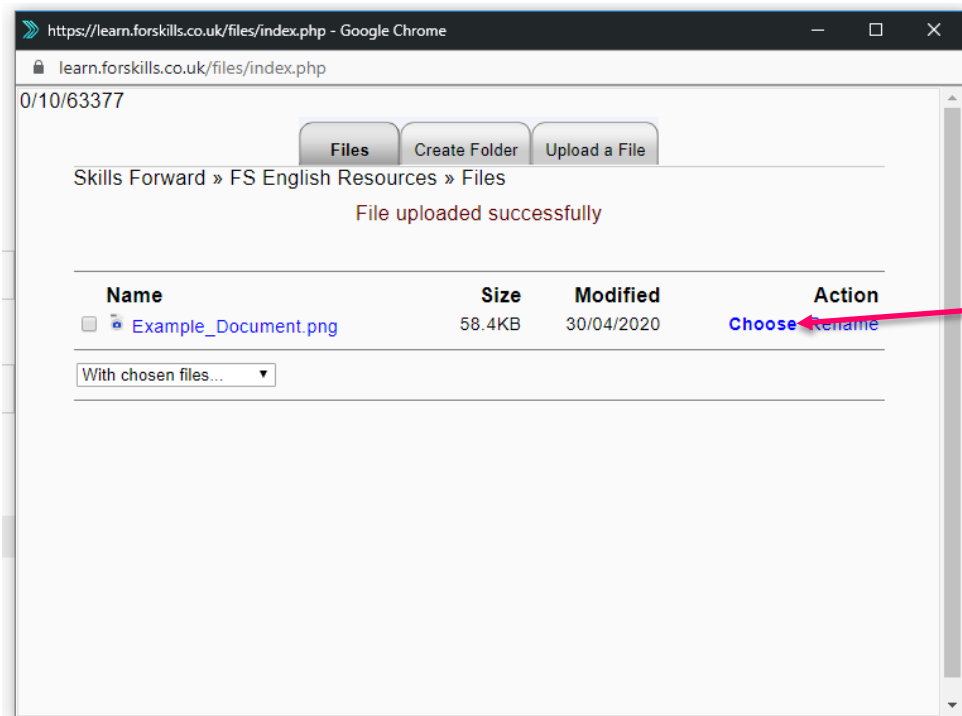
Select the Upload a File Tab.

Select the file you wish to upload



From this section,
Select Choose file and find the file you wish to add.
Once chosen, confirm the choice by selecting
Upload this file.

Confirm the file you wish to upload



Once done, you will be brought back to the Files Tab
From here you will see the file you uploaded in the list,
Select the Choose option for the file you wish to upload.

See your new Resource in the list at the bottom of the topic and subject you added it to.

Expand / Collapse All



+ ADD CONTENT ▼

| 1. E3 Comprehension | | Action |
|---------------------|---|-------------|
| | Understanding Main Events and Ideas | OPEN ITEM ▼ |
| | Practice Skills - Understanding Main Points | OPEN ITEM ▼ |
| | Assessment Rw/E3.1/5 | OPEN ITEM ▼ |
| | Practice Skills - Identifying the Main Points | OPEN ITEM ▼ |
| | Assessment Rt/E3.1 & E3.4 | OPEN ITEM ▼ |
| | Reading for Information | OPEN ITEM ▼ |
| | Reading for More Detail | OPEN ITEM ▼ |
| | Practice Skills - Reading for More Detail | OPEN ITEM ▼ |
| | Assessment Rt/E3.3,E3.5,E3.6,E3.7,E3.8 | OPEN ITEM ▼ |
| | Reading and Understanding Words on Forms | OPEN ITEM ▼ |
| | Practice Skills - Reading Words on Forms | OPEN ITEM ▼ |
| | Item Name | OPEN ITEM ▼ |

Selecting Compose a webpage option

Compose a web page

Item Name

Page Content

Source | Styles | Format | Font | Size | Bold | Italic | Underline | Strikethrough | Superscript | Subscript | Undo | Redo | Bulleted List | Numbered List | Indent | Outdent | Link | Unlink | Text Color | Background Color | Text Background Color | Text Direction | Text Orientation | Text Color | Background Color | Text Background Color | Text Direction | Text Orientation

body

Back To Top

UPDATE

If you select Compose a webpage instead, you will be asked to **name the item**.

From here you can enter the text or copy and paste it from another source. Once done Select **UPDATE**

Re-order your Resources

Expand / Collapse All

| 1. E2 Comprehension | | Acti |
|---|--|---|
|  | Instructions |  OPEN ITEM ▼ |
|  | Following Instructions |  OPEN ITEM ▼ |
|  | Practice Skills - Reading Instructions |  OPEN ITEM ▼ |
|  | Practice Skills - Sequencing Instructions |  OPEN ITEM ▼ |
|  | <i>Understanding Instructions</i> |  OPEN ITEM ▼ |
|  | Practice Skills - Understanding Instructions |  OPEN ITEM ▼ |
|  | Using Linking Words |  OPEN ITEM ▼ |
|  | Practice Skills - Linking Words |  OPEN ITEM ▼ |
|  | Assessment Rt/E2.1 |  OPEN ITEM ▼ |
|  | Reading Letters |  OPEN ITEM ▼ |
|  | <i>Using Punctuation to Aid Understanding</i> |  OPEN ITEM ▼ |
|  | Practice Skills - Understanding Letters |  OPEN ITEM ▼ |
|  | Assessment Rs/E2.2 & 2.3 |  OPEN ITEM ▼ |
|  | Using Pictures to Help Understand Texts |  OPEN ITEM ▼ |
|  | <i>Practice Skills - Using Diagrams to Help Unde</i> |  OPEN ITEM ▼ |
|  | Item Name |  OPEN ITEM ▼ |

To Re-order your Items, Select the **ADD CONTENT** Dropdown arrow and Select **SEQUENCE**.

Move the items you've created up and down the list to show in the appropriate materials for the criteria your resources are covering.

Re-order your Resources

| Comprehension | Sequence |
|---|----------|
| Instructions | 1 |
| Following Instructions | 4 |
| Practice Skills - Reading Instructions | 5 |
| Practice Skills - Sequencing Instructions | 6 |
| Understanding Instructions | 7 |
| Practice Skills - Understanding Instructions | 8 |
| Using Linking Words | 9 |
| Practice Skills - Linking Words | 11 |
| Assessment Rt/E2.1 | 12 |
| Reading Letters | 13 |
| Using Punctuation to Aid Understanding | 14 |
| Practice Skills - Understanding Letters | 15 |
| Assessment Rs/E2.2 & 2.3 | 16 |
| Using Pictures to Help Understand Texts | 17 |
| Practice Skills - Using Diagrams to Help Unde | 19 |
| Assessment Rt/E2.4 | 21 |
| Words on Forms | 22 |
| Reading Social Signs | 23 |
| Assessment Rw/E2.1 | 24 |

SAVE

Sequence Edit

Smaller Numbers for each item are higher up the list, and larger numbers make the item go further down the list.

Re-order the items by changing their numbers on the right side to the order you need them. Once done, Select **SAVE**.

END OF GUIDE